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State of Wisconsin
Governor Scott Walker

TO: **Child Care Eligibility and Authorization Workers
and Supervisors
Income Maintenance Supervisors
Income Maintenance Staff
Training Staff
Child Care Coordinators**

FROM: Kath McGurk, Director
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**DECE/BELP OPERATIONS MEMO
DECE/BPI OPERATIONS MEMO**

No: 18-50

DATE: 12/03/2018

Wisconsin Shares Child Care

SUBJECT: End of Post Load Benefit Correction Module (PLBC) Freeze

CROSS REFERENCE: [CSAW PLBC User Guide](#);
Operations Memos [18-31](#)

EFFECTIVE DATE: December 3, 2018

PURPOSE: This operations memo informs local agencies of the end of the Post Load Benefit Correction Module (PLBC) freeze, and what they should do when the freeze ends.

BACKGROUND: In order to thoroughly test the impact of recent changes to the subsidy and copayment calculations on PLBC adjustments, some PLBC functionality was frozen beginning October 27, 2018 (see Operations Memo [18-31](#)). During the freeze, workers have not been able to Calculate or Confirm PLBC corrections for any month.

A new version of the PLBC User Guide (including all of the 2018 changes) will be published in the first week of December. The user guide will be posted on the Wisconsin Shares [Child Care User Guides](#) web page.

PROCESS: The freeze will end on December 10, 2018. Workers will be able to Calculate and Confirm PLBCs again starting December 10, 2018.

Workers should continue to follow the guidance in Operations Memo [18-31](#) until the end of the freeze. Positive adjustments are considered “urgent” if they are needed before December 10, 2018.

On December 10, 2018, the Department of Children and Families will send a report to each local agency listing PLBC corrections in “In-Process” status for that agency. Agencies should review their “In-Process” PLBCs, then Calculate and Confirm as appropriate.

CONTACTS:

For overpayment, retraction, fraud, or Chapters 3 and 4 of the Wisconsin Shares Child Care Subsidy Policy Manual, please contact the Bureau of Program Integrity (BPI) at DCFBPITArequest@wisconsin.gov.

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BROCCPolicyHelpDesk@wisconsin.gov.

For Child Care CARES/CWW and CSAW Processing Questions statewide, and policy questions in Milwaukee County, contact the Child Care Subsidy and Technical Assistance line at: childcare@wisconsin.gov or (608) 422-7200.

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